

FOOD MANAGER, CORRECTIONAL FACILITY

JOB ANALYSIS

BACKGROUND INFORMATION

Date of Job Analysis: April 8 - 10, 2008

Collective Bargaining Identification: R15

Job Analysis Conducted By: Marian Dilley, Manager
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Office of Selection Services
Department of Corrections and Rehabilitation

Number of Incumbents: There are 5.00 positions in this classification with 0.00 vacant positions per Department of Corrections and Rehabilitation Filled/Vacant Position Report dated May 5, 2008.

Names of the Subject Matter Experts and their background:

ARTHUR CASTILLO, CORRECTIONAL FOOD MANAGER I

Mr. Castillo is currently the Correctional Food Manager I at the Northern California Youth Correctional Center (NCYCC) in Stockton. He has been in this classification for over 6 years. Prior to this, he worked as a Supervising Correctional Cook and Correctional Supervising Cook with the California Youth Authority. He has been with either the Department of Corrections and Rehabilitation or the California Youth Authority for more than 21 years.

PAT YATES, FOOD MANAGER

Ms. Yates currently works as a Food Manager at Preston Youth Correctional Facility and has been in this classification for 12 years. She has an extensive background in food service with the CDCR, Division of Juvenile Justice having worked in the following classifications: Supervising Cook II, Supervising Cook I and Cook Specialist. She has been with either the Department of Corrections and Rehabilitation or the California Youth Authority for more than 23 years.

FOOD MANAGER INFORMATION GATERING

Information Sources

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- Review of the Job Analysis conducted in May 1, 2003
- Review of current State Personnel Board classification specification (Attachment C)
- Review of the Job Audit Survey results, mailed out to all incumbents on 9/25/07 (Attachment A). A total of 2 (40%) job audits were returned for Food Manager

Job Audit Survey Background

The Office of Personnel Services conducted a survey (Attachment A) to identify all tasks performed by Food Manager working in the various adult institutions within CDCR. Surveys were mailed to all incumbents appointed to the Food Manager classification. All returned surveys were reviewed and a task listing was developed based on the information provided. The task listing was then compared to the existing Job Analysis. Tasks that had been identified on the previous job analysis were coded with the corresponding task number. New tasks or tasks that had not been identified on the previous job analysis were added and coded with a new task number (Attachment B). Full task statements were developed by the Subject Matter Experts listed in the job analysis background.

When reviewing the Edited List of Tasks a dividing line was added to help distinguish tasks identified by the job audit survey versus tasks identified as a result of the previous job analysis: "The following tasks were identified from the statewide food service survey."

Job Audit Survey Statistics

| Number of Incumbent | | Number of Surveys Received | | | | Locations Used | |
|---------------------|-------|----------------------------|-----|---------|-----|----------------|-------|
| Youth | Adult | Youth # | % | Adult # | % | Youth | Adult |
| 5 | 0 | 2 | 40% | N/A | N/A | ALL | N/A |